

Executive Assistant to the Vicar

Job description

St. Martin's Episcopal Church is seeking an experienced full-time Executive Assistant to provide administrative support to the office of the Vicar. This resourceful individual will serve as liaison, interfacing with leadership, the staff and the congregation. The Executive Assistant's conflict management skills, self-awareness, collaborative work style and ability to multitask makes her or him a key team player.

Working at St. Martin's is so much more than simply having a job! As part of St. Martin's family, employees not only receive a comprehensive benefits package that includes medical and dental insurance, generous time off, and fantastic retirement contributions, they also get to experience St. Martin's mission first-hand. Through their daily operations and by the power of the Holy Spirit, employees bring many people to know, love, and serve God as revealed through Jesus Christ; and transform them into spiritually renewed disciples of Jesus who know, love, and serve one another and the world.

Tasks & Responsibilities

- Coordinate the administrative function of the Vicar's office, including preparation for special events, ministry activities, etc.
- Review and recommend changes to department's policies and processes, finding efficient ways to run the office and troubleshooting malfunctions.
- Conduct and manage special projects allocating and coordinating resources.
- Assist the Vicar with all communications to staff, parishioners and others, facilitating a seamless internal and external communication flow.
- Maintain the Vicar's schedule and prepare agenda items for meetings (e.g. Administrative Council Meetings)
- Schedule, coordinate and attend specific events as needed (e.g. quarterly Membership 101 classes, adult confirmation classes, confirmation services, the Men of St. Martin's weekly Bible Study, etc.) and prepare material to promote them and to use during services.
- Work closely with the other members of the Worship department on communications to volunteers (i.e. acolytes, chalice bearers, ushers, and altar guild members), and the planning of services according to Clergy's availability.
- Process invoices and prepare Vicar's expense reports and check requests to present to Finance.
- Represent the Vicar in his absence.
- Perform additional duties as assigned.

Qualifications

- A minimum of an Associate College degree is required.
- Ten years of increasingly responsible related experience.
- Experience working in a church or religious institution is ideal.
- Proficiency in Microsoft Office (e.g., using pivot tables, mail merges, if-then statements, v-lookup, etc.) and comfort adapting to new software.
- Typing speed of 45wpm.
- Valid driver's license.
- Due to the nature and context of this role, only Christian applicants will be considered.

Candidates selected for interviews will demonstrate mastery of listening, writing, analytical and software skills on an assessment conducted during the candidate selection process.

Cover letters and resumes may be emailed to recruiter@stmartinsepiscopal.org